



## CONTRACT SUMMARY FORM

ADMINISTRATOR USE ONLY

No.: 15-CR-022

City Primary Contact: Stephen Scott  
Secondary Contact: Elizabeth Mangual  
Department: Community Redevelopment Agency  
Phone Number: 305-224-4480  
Dept. Fax: 305-224-4489  
Primary Email: sscott@cityofhomestead.com  
Secondary Email: emangual@cityofhomestead.com

Vendor: Mexican American Council, Inc.  
Contact: Maria Garza  
Address: 151 NW 11th Street, Suite E400  
City: Homestead State: FL Zip: 33030  
Phone: 786-243-2328  
Fax: 786-504-3953  
E-mail: macpresidentfl@gmail.com

1. Type of Agreement (Ex: Maintenance, Consulting, etc.): Grant Distribution Agreement

2. Does this agreement replace an existing contract: ☐ Yes ☒ No \* If yes, prior Contract #: \_\_\_\_\_

3. Briefly explain the purpose or description of the scope of service of this Contract:

Not for Profit Grant 2015 Mexican American Council CAR 1401 approved by the CRA Board on 04/14/2015.

4. Is Insurance required? ☒ Yes ☐ No \* If yes, who is required to have it? Vendor

**(Please note it is the Departments responsibility to acquire Risk Approval)**

5. Term of Contract: Start Date: Upon execution End Date: December 31, 2015

6. Total Value of Contract: \$ 35,000.00 Paid to: ☐ City ☒ Vendor

7. Monies are due: (Circle One) ☒ Monthly ☐ Quarterly ☐ Annually Other: As invoiced

8. How much money is due or owed per circled item above: \$ 35,000.00 ✓

9. Account Number(s): 360-0918-554.83.50 ✓

10. If monies are paid to City, does Vendor pay Sales Tax (7%): ☐ Yes ☒ No

11. Do Late Fees Apply? ☐ Yes ☒ No Percentage of Late Fees/ How much: \_\_\_\_\_

12. All agreements involving payment to vendor must be accompanied by a requisition. Req. # 117647 ✓

13. Was this agreement drafted/ reviewed by a City Attorney? ☐ No ☒ Yes: If yes, whom? Matt Pearl, ESQ

**"Right to Audit" clause included:** ☐ No ☒ Yes: **If not**, please obtain City Manager's authorization.

City Manager's Authorization: \_\_\_\_\_ Finance Authorization: \_\_\_\_\_

**(Please note it is the Departments responsibility to acquire Legal approval)**

14. Other than the expiration of this agreement; are there any other dates that you want to be notified by e-mail on? : ☐ Yes ☒ No; if yes, please list dates and reason on lines below:

15. Was this item approved by Council? ☒ Yes ☐ No approved 04/14/2015  
If yes, please provide complete package.

16. Would you like the agreement sent out by regular mail or by FedEx. N/A  
If by FedEx please provide account number. \_\_\_\_\_

Form Prepared By: Eddie Sanchez

Date: April 24, 2015

Dept. Head Approval: Elizabeth Mangual *[Signature]* Date: April 24, 2015

HR Dept. Approval (Employee related contracts): N/A Date: \_\_\_\_\_

Risk Management: *[Signature]* Date: 4/25/15

I.T.S Approval (for Technology Contracts) N/A Date: \_\_\_\_\_

Procurement & Contracts *[Signature]* Date: 5-6-15

**For Official Use Only**

Completed & Appropriate Packet Submitted to Procurement on: 4/30/15

Prepared & Reviewed By: Christina Garcia Contract No. 15- CR-022

2<sup>nd</sup> Review: LEXUS GUERRERO Date: 05/4/15

Final Review: *[Signature]* CPPB Date: 5.4.15  
*[Signature]* in behalf of Carol McPatrick